

79TH ORDNANCE BATTALION (EOD)
COMMAND INSPECTION CHECKLIST
PUBLICATIONS
11 February 2000

UNIT INSPECTED: _____ SECTION _____
INSPECTED: _____

DATE: _____
INSPECTOR: _____

GO NO

GO

1. Does unit maintain DA PAM 25-40, Dtd 1 Oct 97;
DA PAM 25-33, Dtd 15 Sep 96? _____

2. Does the unit have an SOP for Publications? _____

3. Is the Publications Officer and Publications
NCO/Clerk appointed in Writing? DAPAM 25-33 _____

4. Does the DA Form 12-R contain the current
commander and Publications Officer and complete
address to include street name & building number?
DA PAM 25-33, para 5-3 _____

5. Does the Baltimore Printout contain the
verification statement required?
DA PAM 25-33, para 5-8 _____

6. Does the Publications NCO/Clerk review DA Form
12-R semi-annually and is it verified by the
Publications Officer and Commander to ensure it
is current? DA PAM 25-33, para 5-8, 7-4a _____

7. Does the unit maintain copies of DA Form 12
Series that were submitted on file until a new
printout has been received?
DA PAM 25-40, dtd 1 Oct 97 _____

8. Is the unit 12 Series Printout current?

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(Less than seven months old) DA PAM 25-40 _____

9. Does the unit have a planned method of tracking and recording the receipt and issue of all publications? DA PAM 25-33, para 5-4 _____

10. Are all publications filed separately by type and number? DA PAM 25-40, chapter 6 _____

11. Does the unit properly label Publications Binders? AR 25-400-2, Figure 6-4 _____

12. Are obsolete publications being disposed of properly? DA PAM 25-40 _____

GO GO NO

13. Are DA Circulars and Interim Changes discarded upon their expiration date? DA PAM 25-40, chap 6 _____

14. POSTING PUBLICATIONS:

a. Are changes being listed on the front cover or first page, if no front cover exists, of the Basic Publication? DA PAM 25-40, chap 6 _____

b. Are changes being made with black lead pencil? DA PAM 25-40, chap 6, sec II _____

c. Are checks being placed next to each item to show that it was posted to the Basic Publication? DA PAM 25-40, chap 6, sec II _____

d. Does the change contain the word "POSTED",

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the date and initials of the person who posted it
at the top of the first page of the change?

DA PAM 25-40, chap 6, sec II _____

e. When there is less than three lines of
text affected by a change, is a single line drawn
through the affected text? DA PAM 25-40, chap 6 _____

f. Is there a "Z" shaped figure used to
indicate that more than three lines affected
by a change? DA PAM 25-40, chap 6, sec II _____

g. When a change is posted, does the
Publications Clerk indicate in the margin next to
the affected text the authority and reason for
the posting; i.e. superseded, rescinded, added,
and then the change number? DA PAM 25-40, chap 6 _____

h. When a message is posted, is the message
number and date placed in the margin next to the
affected text? DA PAM 25-40, chap 6, sec II _____

15. Does the unit request FORSCOM Regulations, Local
Regulations, and Blank Forms IAW local guidance? _____

GO GO NO
GO

16. Does unit have latest Group OI's and Battalion
LOI's & supplements on hand? (see attached indexes) _____

WERE ALL DEFICIENCIES CORRECTED FROM LAST
INSPECTION? ** _____

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OVERALL RATING: UNSATISFACTORY SATISFACTORY COMMENDABLE

COMMENTS: _____

** Denotes critical area